



Development Officer

POSITION SUMMARY:

The Development Officer (“Officer”) works closely with the Executive Director as well as NSCDA and Dumbarton House Development Committees to advance fundraising for NSCDA needs locally and nationally. The Officer is a member of the senior leadership team, reports to the Executive Director, and collaborates with the Historic Site Director, Director of Business and Administration, and Director of Visitor and Member Engagement as well as their respective teams to solicit, record, and report gifts at all levels from members, foundations, and corporate donors.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Officer works with the Executive Director to develop and implement a comprehensive annual fundraising plan to meet funding needs. Activities include:

- Assist the Executive Director in the identification of worthy projects and the solicitation of prospective donors/foundations/granting agencies.
- Coordinate annual fundraising appeal and work to ensure an accurate accounting of all fiscal year contributions in the annual report.
- Assist with revitalization of planned giving program, the Legacy Circle.
- Cultivate corporate partners.
- Develop and distribute donor communications and stewardship materials, including holiday cards and mailings.
- Research appropriate grants and foundations and manage application process.
- Assist with preparations for and execution of Development Committee/Board meetings.
- Develop and plan fundraising/stewardship events.
- Research prospective donors, collaborating with Executive Director and leadership staff to craft funding proposals and make solicitations.

The Officer oversees the work and productivity of the Development Assistant.

KEY ATTRIBUTES & QUALIFICATIONS:

- Bachelor of Arts degree, + two years of fundraising experience required. Master of Arts degree in related studies preferred.
- Experience with grant and proposal writing.
- Proven attention to detail and organizational skills, including project management skills.
- Excellent interpersonal, written and verbal communication skills.



- Ability to communicate in a professional manner and work collaboratively with people at all levels within the organization, building strong relationships with staff, board members, and prospects.
- Flexibility and reliability.
- Ability to handle sensitive and confidential information.
- Track record of success at building relationships and closing solicitations.
- Initiative, energy, and creativity.
- Willingness and availability to travel.
- Appreciation for the mission, vision, and values of the NSCDA.
- Requires occasional additional hours to attend and coordinate fundraising events as well as Board and Corporate Society meetings.

SALARY AND BENEFITS:

- \$55,000 – 65,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.

TO APPLY:

- Send a cover letter and resume to: Edith Laurencin, Director of Finance & Administration at jobs@dumbartonhouse.org subject line: “Development Officer”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

About the NSCDA

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the



formation of our country through historic preservation, patriotic service, and history education programs.